



# NORTHVIEW COMMUNITY CHURCH

## JOB DESCRIPTION

### Production Assistant

CAMPUS: Downes Road Campus  
DEPARTMENT: Communications  
REPORTS TO: Production Director  
ALLOTTED HOURS: 40 hours/week  
POSTED: February 8, 2021  
ANTICIPATED START: TBD

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#### MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

#### PRIMARY FOCUS

The focus of the Production Assistant is to assist the Production Director in the fulfillment of their mandates.

#### MINISTRY RESPONSIBILITIES

##### 1. NVTV CAPTURE SUPPORT

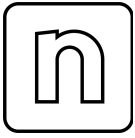
- a. Provide capture support for the production of NVTV
  - On site for NVTV shoots to provide support as required.
  - Assist in the setting up and tearing down of gear as needed.
  - Reset sets for next Production/Ministry use.
  - Collaborate on creative development of the capture
- b. Provide edit support for the production of NVTV
  - Edit elements of the service as needed
  - Collaborate on creative development of the edit

##### 2. PRODUCTION SUPPORT

- a. Provide support for special projects and shoots as needed
  - Collaborate with Production Team on creative design
  - Collaborate with Production Team/Ministries to ensure that the vision for each project is carried out
  - Working with the Production Team to ensure proper lighting elements are set up to accomplish each shoot
  - Edit special projects/highlight videos as needed
  - Setting up and tearing down of gear for each shoot
- b. Stage Design
  - Provide support in the design/installation of set/stage designs as needed

#### STATEMENT OF RELATIONSHIPS

Reports directly to the Production Director, the Production Director reports directly to the Executive Pastor of Administration.



# **NORTHVIEW COMMUNITY CHURCH**

## **JOB DESCRIPTION**

### **Production Assistant**

#### **QUALIFICATIONS**

##### **1. Skills:**

- Organized and attentive to details.
- Problem solver and forward thinker.
- Ability to work independently with minimal supervision.
- Balance multiple tasks and show initiative.
- Teachable and willing to learn.
- Strong collaborative skills.
- Exceptional relational skills.
- Artistic and creative skills.

##### **2. Experience Required:**

- Lighting on location, sets and stages
- Video capture
- Video editing
- Creating motion graphics
- Colour grading
- Familiar with our software
  - Photoshop
  - Protocols, Logic
  - Final Cut Pro. / Davinci Resolve
  - Google G-Suite

#### **PERSONAL CHARACTERISTICS**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with youth of all ages.
4. Able to communicate clearly.
5. Agrees doctrinally with church leadership on core beliefs.
6. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.